

Design Services Questionnaire  
for  
Procure Wiki-Wiki Buses  
Honolulu International Airport  
State Project No. EO1911-17

Experience and professional qualifications relevant to the project

The project will consist of the preparation of specifications for the procurement of new low floor Wiki-Wiki buses (tractor-trailer) and low floor ADA vans, and contract oversight of the fabrication, delivery and acceptance testing of the new buses and vans being procured.

1. Please submit a resume of the employee(s) your firm proposes who will be responsible for the preparation of specifications for the procurement of new low floor Wiki-Wiki buses (tractor-trailer) and low floor ADA vans, and contract oversight of the fabrication, delivery and acceptance testing of the new buses and vans being procured. Resumes shall be limited to one page maximum per person.

Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies

2. Please list the projects or contracts that the employee(s) identified in Question 1 was the primary person responsible for the preparation of procurement specifications and contract oversight. For each project listed, please provide the following:
  - a. Describe the scope of the project.
  - b. The year that the project was completed.
  - c. Indicate the name of the client, the client's Project Manager involved in the day-to-day aspects of the project, and telephone number of the client's Project Manager.
3. Please explain if any, what successes or lessons learned can be applied to HNL's bus procurement contract.

Capacity to accomplish the work in the required time

4. **Question 4 is applicable to out-of state firms only.** All other firms please respond with "Not Applicable".
  - a. Out-of-state firms desiring to do business in the State of Hawaii shall comply with all applicable State of Hawaii Revised Statutes and/or State of Hawaii Administrative Rules regarding Act 52/2003. These include, but may not be limited to, meeting the requirements of the Business Registration Division and the Professional and Vocational Licensing Division of the Department of Commerce and Consumer Affairs, the

Department of Taxation and the Department of Labor and Industrial Relations. Go to <http://www2.state.hi.us/spo/> for more information.

Out-of-state firms shall submit, with their response to this questionnaire, a copy of their General Excise Tax license and a list of their key employees registered in the State of Hawaii along with a copy of their professional architectural/engineering stamp.

5. For each employee(s) identified in Question 1, please list all of their current assignments (planning, design, construction management and other assignments) and the assignment's expected completion date.
6. The following shall be applicable to your firm and subconsultant(s). By responding with a "Yes" or "No" to each of the following, does your firm have any objections? If the response is "Yes," please explain your objections.
  - a. The maximum allowable multiplier factor (overhead and profit rates) shall be 2.88. However, the overhead rate shall be the actual overhead rate, subject to an audit based on the Federal Acquisition Regulations. Audits done, within the last two years, by the Airports Division or any other Department of Transportation's Division will be accepted. Multipliers used on previous projects without an audit and/or federal audits will not be accepted. The profit rate shall be limited to 10% maximum. If no audits are provided, the maximum allowable multiplier factor shall be 2.50.
  - b. If your firm is selected, your firm will be obligated to staff the project with those employee(s) listed in Question 1, regardless if the project is delayed. Employee(s) shall not be replaced, unless they are no longer employed by your firm, and their replacement shall be subject to the Airports Division's approval.
7. Assuming the evaluations for all firms responding to this questionnaire are equal, please explain why your firm should be selected. The response to this question should contain information that has not been previously provided in the responses to any of the above questions.